**Superintendent and Executive Regional Directors**

**2013-2014 Planning Meeting**

**DAY ONE - July 30, 2013**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education and meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for July 30 meeting:**

* Create structure for Supt/ERD weekly meetings that models expectations we have for principals and PLC teams
* Discuss purpose/plan/needs for August Superintendent meetings with principals
* Confirm dates for *PLC at Work Institute*, 2014
* Update on progress of Leadership Team Celebration planned for August 22
* Review draft PLC deliverables/timeline
* Review draft plan, timeline/dates, outcomes for K-12 PLC Leadership team meetings 2013-2014
* Review agenda for K-12 PLC Leadership team meeting on August 12
* Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise 2013-2014
* Review draft 2013-2018 Strategic Plan for content, determine next steps for format

**Resources Needed:**

* Leadership Team Celebration plans (budget/participant list)
* PLC deliverables/timeline document
* Draft PLC K-12 Leadership Team plan – timeline, dates, outcomes (Karen)
* *PLCs at Work Institute* workbook (each bring our own)
* Draft Agenda – August 12 K-12 PLC Leadership Team meeting (Karen)
* Draft Data Wise plan – timeline, dates, outcomes (Heather)
* 2013-2018 Strategic Plan (PPT)

**Roles for July 30 meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA – July 30, 2013 1:30-5:30pm**

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| **TIME** | **ACTIVITY** |
| **1:30-1:40** | Review and revise agenda |
| **1:40-1:50** | Reading – ***Reciprocal Accountability***  (*PLC At Work Institute.* DuFour, DuFour, Eaker. Solution Tree. 2013. p. 66)  “Accountability must be a reciprocal process. For every expectation I have of you to perform, I have an equal responsibility to provide you with the capacity to meet that expectation.” (Elmore, *School Reform From the Inside Out: Policy, Practice, and Performance*, 2006) |
| **1:50-2:15** | Create structure for Superintendent/ERD weekly meetings that models expectations we have for principals and PLC teams:   1. Create Supt/ERD norms and responses when norms are not followed 2. Determine ongoing roles and timelines for serving in roles for Supt/ERD meetings    1. Agenda setting/creation    2. Reading    3. Facilitator/time-keeper    4. Note-taker 3. Agree on mutual commitments: ERD to Superintendent and Superintendent to ERD; also discuss ERD to Principal and Principal to ERD expectations/commitments 4. Communication: Decide on themes of regular updates for Supt/ERD weekly meetings, e.g. Mark: Capstone Projects, Heather: Healthy Kids Summit, Karen: District PLC Leadership Team (formerly TSSS) |
| **2:15-2:30** | Discuss purpose/plan/needs for August Superintendent meetings with principals |
| **2:30-2:45** | Confirm dates for *PLC at Work Institute*, 2014   * Monday and Tuesday, August 4-5, 2014 * Lincolnshire: same time zone as this year – 6:45am-2:45pm * Western Montana Fair begins noon on Tuesday, August 5, 2014 * CSPD/Blackfoot August Institute (if collaboration continues in 2014) will be Wednesday-Friday, August 6-8, 2014 |
| **2:45-3:00** | Update on progress of Leadership Team Celebration planned for August 22 |
| **3:00-3:15** | BREAK |
| **3:15-3:30** | Review draft PLC deliverables/timeline and agenda for PLC Leadership team meeting on Aug 12 |
| **3:30-3:45** | Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise |
| **3:45-5:15** | Review draft 2013-2018 Strategic Plan for content, determine next steps for format:   * What do we keep? * What do we drop? * What do we create? * Who is responsible? * What is the deadline for task completion?   **TABLE OF CONTENTS:**   * **Letter from Superintendent and Board Chair** * **Missoula County Public Schools Board of Trustees** * **Beliefs, Mission, Vision, Collective Commitments** * **District Goals** * **Theory of Practice, Hedgehog Concept** * **21st Century Model of Education**   + **Elements of 21st Century Model of Education**   + **Student Outcomes in the 21st Century Model of Education**   + **Expectations for Student Learning and Instructor Facilitation** * **Major Initiatives Implementation Plan: 2013-2018** * **Graduation Matters Missoula Strategic Plan: 2011-2014** * **Facilities Strategic Plan: 2013** * **Technology Plan** * **Communication Plan** * **Safety and Security Plans** |
| **5:15-5:30** | Conclude; review/revise agenda for tomorrow’s session (July 31) |